



HELLENIC REPUBLIC
HELLENIC STATISTICAL
AUTHORITY



STATEMENT
OF PRINCIPLES AND PROCEDURES
FOR CERTIFICATION OF
ELSS STATISTICS

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INTRODUCTION

The Hellenic Statistical Authority (ELSTAT) has, according to article 11, paragraph 6, of the Greek Statistical Law 3832/2010¹ as in force, the responsibility to certify as “official” statistics which have been produced by other agencies of the Hellenic Statistical System (ELSS).

The official statistics of the Hellenic Statistical System are statistics developed, produced and disseminated by ELSTAT and the other ELSS agencies, provided they have been certified by ELSTAT, which serve the statistical information requirements of policy-makers in formulating government policies and national socio-economic programs, and supply the decision-makers and other users, including the general public, the research community and the European and international organizations of which Greece is a member, with a regular flow of information.

The certification of statistics is the approval provided by ELSTAT that the statistics produced by an ELSS agency shall be used as official statistics. The terms and conditions of the certification are determined in the Regulation on the Operation and Administration of ELSTAT².

This statement covers:

1. the aims of ELSTAT’s certification function;
2. the principles, which ELSTAT will adopt when certifying official statistics;
3. an outline of the certification process;
4. the requirements for completion of Quality Reports on each statistical process for the production of official statistics;
5. the written evidence for certification that will be provided at the start of the certification process.

1. AIMS OF CERTIFICATION

According to the provisions of article 1, paragraphs 4, 5 and 6, of the Law 3832/2010 as in force: “The activities of the ELSS agencies concerning the development, production and dissemination of statistics are governed by the statistical principles of “professional independence”, “impartiality”, “objectivity”, “reliability”, “statistical confidentiality” and “cost-effectiveness” as these principles are defined in the provisions of Article 2 of Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 and are developed in the European Statistics Code of Practice, as stipulated in Article 11 of the same Regulation, as in force from time to time.

¹ The Greek Statistical Law is available at the following link:
http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/StatLaw3832_EN_06082014.pdf

² The Regulation on the Operation and Administration of ELSTAT is available at the following link:
http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/ELSTAT_REGULATION_EN.pdf

When developing, producing and disseminating statistics, ELSS agencies shall implement the European Statistics Code of Practice, as in force from time to time³.

In order to guarantee the quality in the development, production and dissemination of the statistical results, the ELSS agencies shall follow uniform standards and harmonized methods and apply the evaluation criteria of quality, such as “relevance”, “accuracy”, “timeliness”, “punctuality”, “accessibility”, “clarity”, “comparability” and “coherence” as these are defined in Article 12 of the Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009, as in force from time to time”.

Article 2, paragraph 2 of the Law 3832/2010 provides for the obligation of the ELSS agencies to develop, produce and disseminate the statistics as well as to ensure that the production of these statistics is in accordance with the operation principles of ELSS as they are set out above.

Following the provisions of article 2, paragraph 1 of the above law: “ELSTAT coordinates all the activities of the other ELSS agencies which concern the development, production and dissemination of the official statistics of Greece”. Moreover, one of the responsibilities of ELSTAT according to article 11, paragraph 2g, is to develop, disseminate and coordinate the implementation of the European Statistics Code of Practice within the frame of ELSS.

The ELSS statistics are assessed against the European Statistics Code of Practice. The assessment of statistics of ELSS agencies by ELSTAT covers all aspects of the work leading to the statistical output and its dissemination.

ELSTAT assesses and determines whether the Code of Practice has been complied with in relation to any statistics. According to article 11, paragraph 6 of the Law 3832/2010 ELSTAT certifies the statistics as “official”. Certification is granted by decision of the President of ELSTAT; If ELSTAT finds that the compliance with the Code is not documented it makes recommendations for the taking of improvement actions within a specific time period in order to provide the above certification.

2. PRINCIPLES OF ASSESSMENT FOR CERTIFICATION

Assessments are conducted by ELSTAT in accordance with the following principles:

- transparency: operating in an open manner, following transparent procedures that have been communicated in advance to the agencies and made public on ELSTAT’s website;
- impartiality: assessing on the basis of international standards, following well established procedures;
- consistency: applying the same principles and standards in all cases;
- proportionality: taking account of the concerns and priorities of users of statistics;
- cost-effectiveness: avoiding unnecessary burdens on agencies producing statistics.

³ The European Statistics Code of Practice is available at the following link:
<http://ec.europa.eu/eurostat/web/quality/european-statistics-code-of-practice>

3. PROCEDURES FOR THE ASSESSMENT AND CERTIFICATION

- Assessments are carried out in accordance with a published schedule of assessments by quarters, announced annually by ELSTAT.
- Before the specific dates of an assessment are settled, the head of the agency concerned is informed of the planned assessment.
- Assessments of statistics take account of: a) the quality reports of the ELSS agencies, according to Article 7, paragraph 2 of the Regulation on Statistical Obligations of the ELSS agencies⁴, b) the correspondence and discussions with the representatives of the agencies who are responsible for the statistics, c) the written evidence provided by the agencies and d) ELSTAT's observations in relation to compliance with the requirements of the European Statistics Code of Practice (CoP).
- The ELSS agencies fill in the Written Evidence Questionnaire for Certification (see Section 5 below), which is based on the CoP using a standard template. This information is supplemented by Quality Reports and any previously published reviews of the statistics, as well as information submitted by users or other stakeholders.
- ELSTAT invites the involved agencies to introductory meetings and maintains contacts throughout the assessment and certification process, seeking explanations and clarifications.
- External experts may be invited by ELSTAT to participate in the assessment or act as consultants in the work.
- The assessment process involves an opportunity for users of statistics and other stakeholders to contribute to the assessment.
- The certification process is concluded by a Certification Report compiled by ELSTAT within a reasonable period of time. This Report gives a brief account of the assessment of compliance against each of the Code's principles and lists proposals and recommendations that promote and support improvement. Designation of statistics as "Official Statistics" is only confirmed once specific improvement actions have been completed.
- The President of ELSTAT is responsible for the Certification Report. The agency concerned is given the opportunity to make written comments on the draft Report before the decision of ELSTAT's President in respect of certification.
- The final Certification Report, on the basis of which the President decides on the certification of statistics as "official" is posted on the ELSTAT website as soon as possible after completion.
- The Council of the ELSS and the Good Practice Advisory Committee are informed about the progress of the certification of official statistics and the Certification Reports.
- It is likely that the above procedures will evolve as ELSTAT gains experience of the processes involved. Therefore, the present Statement of Principles and

⁴ The Regulation on Statistical Obligations of the ELSS agencies is available at the following link: http://www.statistics.gr/portal/page/portal/ESYE/BUCKET/General/Regulation_on_Statistical_Obligations_EN.pdf

Procedures for Certification of ELSS statistics will be revised from time to time as required.

3.1 Composition and tasks of the certification teams

Before the commencement of each certification task, the certification team that will conduct it is set up by decision of the President of ELSTAT.

The certification team consists of 6-7 employees of ELSTAT divided into 3 groups and one certification team manager, namely 7-8 employees in total. More specifically:

- The 1st group consists of 2 employees, whose task is to review the compliance of the ELSS agency concerned with the principles 1-6 of the CoP (Institutional environment)
- The 2nd group consists of 2 employees, whose task is to review the compliance of the ELSS agency concerned with the principles 7-10 of the CoP (Statistical processes)
- The 3rd group consists of 2-3 employees, whose task is to review the compliance of the ELSS agency concerned with the principles 11-15 of the CoP (Statistical output).

Each group compiles a report on the findings of the conducted review. The certification team manager coordinates and supervises the work of the above groups. He/she compiles a draft Certification Report on the basis of the reports of the groups. He/she also arranges the meetings of members of the certification team with the representatives of the agency concerned.

3.2 The stages in the certification process

- 1. Initial stage.** The certification exercise is announced publicly through the posting of an announcement on ELSTAT's website. Then a meeting for the provision of explanations on the issues to be covered in the certification exercise is arranged with the agency. The team manager nominates the contact person for the team, who will be the main contact point between the certification team and the agency. A contact person is also appointed by the assessed agency.

- 2. First meeting.** The meeting is between the manager of the certification team (including one or two members of his team) and representatives of the agency. The manager of the team explains the background to the certification scheme and the process that will be followed. The Written Evidence for Certification is discussed and explained as required. A list of all the data-sets to be covered by the certification exercise is set. It is inquired whether an up-to-date Quality Report (see Chapter 4 of the Statement) exists in respect of each statistical process identified. Details of who will lead the contact for the certification team and who for the agency is agreed, as well arrangements for others in the team to contact others in the agency as required to complete the certification. A list of known users of the statistics is provided by the agency with contact details. In addition, users are notified through a notice on ELSTAT's website

announcing that an assessment of the agency's statistics is going to be conducted at the specific time and asking them to write ELSTAT if they want to be approached to make a contribution. Such an invitation would also go on the assessed agency's website. Taking into account the above information, but not limited to it, external experts and users of the statistics are invited to provide comments and contributions.

- 3. Written response stage.** The team manager writes formally to the agency asking for the written evidence to be provided and confirming in writing the matters agreed at the first meeting. Then the agency supplies the information requested in the Written Evidence Questionnaire for Certification. Each of three groups considers the material relevant to its part (Institutional Environment, Statistical Processes and Statistical Output). The group responsible for the statistical output takes the lead in considering the evidence from the Quality Reports and in seeking observations from users of the statistics and external experts. Each group produces written notes that identify any weaknesses indicated by the information supplied or matters that need to be followed up with the agency, including matters identified by users.
- 4. Visit stage.** The certification team visits the agency seeking clarifications and/or explanations on the replies of the agency in the Written Evidence Questionnaire for Certification and on the supporting documents, as well as any further information concerning the statistical activities of the agency, not provided in the above questionnaire. The length of the visit to the agency and number of meetings there depend on the magnitude of the additional information needed.
- 5. Follow up stage.** The team manager meets with the other members of the certification team and agrees with them a list of matters that need to be pursued further with the agency and how this will be managed. As much as possible of the communication is handled between the contact person for the team and the contact person that has been nominated by the agency. But in some cases it may be necessary for others in the team to contact others in the agency.
- 6. Draft report stage.** Each group of the certification team prepares draft material for the Certification Report and this is brought together under the management of the team manager who also decides the wording of any improvement actions required or recommendations. Improvement actions are those that need to be completed before certification of statistics as "official" is granted. Each improvement action is linked to a requirement of the European Statistics Code of Practice. The improvements actions refer to horizontal requirements concerning the agency as a whole and/or to specific statistics produced by the agency. The report includes a proposed timetable for completion of these actions. It also includes, at the appropriate parts of the report, observations of users and external experts.
- 7. Before the submission of the draft Certification Report stage.** In case the agency does not comply with main requirements of the CoP, the certification

team manager informs the President of ELSTAT. Then a letter is sent from the President of ELSTAT to the head of the agency asking for a written confirmation from the agency, within 15 working days, on its intention to fulfil firstly as a priority the above main requirements within a time period agreed with ELSTAT, which cannot exceed 6 months, in order for the certification process to continue. The President also informs the head of the agency regarding the actions ELSTAT will take in the case the written confirmation is not received within 15 working days, which are the following:

- The President of ELSTAT sends a new letter to the head of the agency, enclosing the Certification Report. The letter informs the head of the agency that in case of non-response of the agency within 10 working days, ELSTAT will publish an announcement. The announcement, accompanied by the initial letter sent to the head of the agency, will inform on the conduct by ELSTAT of the certification process in the agency and on the non-compliance of the agency with the main steps –the specific steps will be mentioned– that are necessary for the certification of its statistics, which has as consequence the non-certification of the agency’s statistics. Within a 10 day period the agency can provide any arguments for the consideration of ELSTAT for not publishing the above announcement and the Certification Report.
- After the period of 10 working days and in case the agency has not responded, or has not provided adequate arguments for not proceeding with publication, ELSTAT will publish the announcement, the initial letter sent to the agency and the Certification Report.

8. Quality assurance stage. In case the agency complies with the main requirements of CoP, the draft certification report is submitted to the President of ELSTAT. Once the President agrees with its content, the agency is invited to submit written comments on the draft. The written comments are discussed between the manager of the certification team, the President of ELSTAT and any further experts or independent observers whose contribution in that process is considered useful by the President. The draft report is then revised at the discretion of the President of ELSTAT and finalized. In case of full compliance with the CoP principles, the final report does not include any improvement actions. Otherwise, improvement actions are included along with a time schedule for their completion by the agency.

9. Publication and confirmation of certification. The final report is published. In the case where the Certification Report does not include any improvement actions, i.e., there is full compliance of the agency with the CoP principles, ELSTAT by decision of its President certifies the agency’s statistics as “official” and confirmation of certification of the agency’s statistics is announced by means of a published letter from the President of ELSTAT to the head of the agency. The same applies in the case where the Certification Report includes improvement actions and the agency has confirmed in writing, while providing written evidence, that it has completed all the improvement actions required within the time period specified in the

Certification Report. Failure to complete all or part of the improvement actions in the above specified time period, results in the publication by ELSTAT of an announcement, which informs on the conduct of the certification process in the agency and on the publication of the Certification Report, noting however that the agency has not yet completed the improvement actions –the specific actions will be mentioned– within the time specified in the report, which has as consequence the non-certification of its statistics.

Certification as “official” of a part of statistics produced by the agency that comply with the requirements of the CoP is provided only under the condition that the agency complies with the horizontal requirements of the CoP concerning the agency as a whole. In case of certification as “official” of a part of statistics produced by the agency, this is made clear in the title and introduction of the Certification Report that the certification only covers part of the statistical output of the agency.

4. THE REQUIREMENTS FOR COMPLETION OF QUALITY REPORTS

According to paragraphs 2 and 3 of article 7 of the Regulation on the Statistical Obligations of the Agencies of ELSS, the ELSS agencies shall prepare and submit to ELSTAT quality reports for the statistics for which they are responsible, on the basis of guidelines provided by ELSTAT. For the purpose of quality reporting six types of statistical processes are distinguished (sample survey, census, statistical process using administrative source(s), statistical process involving multiple data sources, compilation of price or other economic indices, compilation of economic aggregates).

Each quality report should have the general structure and content as described below:

QUALITY REPORT

1. Introduction

- Type of the statistical process for the production of statistics and brief description
- Overview of all statistical outputs produced by the statistical process
- Initial year of the time series of the produced statistics
- Reference to documentation related to the statistical process, especially on methodology

2. Relevance

Definition: The degree to which statistical outputs meet current and potential user needs

- Why are the data collected/statistics produced? What needs are they supposed to satisfy? (*Provide a list of the main users of statistics at national, European and international level*)
- Description of the content and coverage of the statistical data (*Provide information on the target population, statistical units, statistical concepts and definitions, reference period, variables, sub-domains, etc.*)

- Degree of compliance with relevant Regulations/Directives (*Provide the number of variables calculated in accordance to a relevant Regulation/Directive to those required by the Regulation/Directive*)
- Unmet user needs (*Provide the proportion of unmet user needs in relation to the produced statistics, as well as the reasons for not meeting user needs*)

3. Accuracy

Definition: The degree of closeness between an estimated result and the unknown true value

- Overcoverage and multiple listing (e.g. over-count or double-count in the case of a census, etc.) (*Provide the proportion of units accessible via the sampling frame that do not belong to the target population in the case of a sample survey or the proportion of double enumerated units in the case of a census. Describe the actions taken for the reduction of overcoverage*).
- Undercoverage (e.g. under-count in the case of a census, etc.) (*Provide the proportion of units in the target population that are not included in the sampling frame in the case of a sample survey or the proportion of eligible units not enumerated by the census. Describe the actions taken for the reduction of undercoverage*).
- Information on the sampling frame used (reference period, updating, quality)
- Sampling errors (*By sampling error is meant the difference between the population value of a variable and the estimate of that variable, derived from the sample. For each estimate provide the sampling error (in terms of coefficient of variation (CV), or confidence interval) and the formulas applied for the calculation of the sampling error*).
- Measurement and classification errors (*Measurement and classification errors are errors that occur during data collection and registration. These errors cause recorded values of variables to be different from the true ones. Information on the measurement errors could arise from the data editing. Provide the magnitude of measurement errors, in terms of the number of inconsistencies identified during data editing. Describe the efforts made for the reduction of measurement errors (questionnaire testing, interviewer training, etc. Questionnaires used should be annexed*).
- Unit non-response rate (*The ratio of the number of eligible units with no information to the total number of eligible units. Provide the unit non-response rates for the whole survey and for important sub-domains. Describe the measures taken to reduce unit non-response*).
- Item non-response rate (*The ratio of the number of eligible units with missing value for a specific variable to the total number of eligible units that are relevant for that variable. Provide the item non-response rates for key variables. Describe the measures taken to reduce item non-response*).
- Processing errors (*Processing errors are errors that occur during the data entry, data coding, etc. Provide an evaluation or qualitative assessment of the likely impact of processing errors on the results*).
- Imputation rate (*The ratio of the number of replaced values for a given variable to the total number of values for that variable*).
- Average size of revisions (*By average size of revisions is meant the average over a time period of the difference between a later and an earlier estimate of a variable*).
- Provide any other available information and indicators relating to accuracy.

4. Timeliness and punctuality

Definition: Timeliness is the lapse of time between publication and the period to which the data refer. Punctuality is the time lag between actual and planned publication dates.

- Average time from the end of the reference period to each release of data (for annual or more frequent releases).
- For European statistics: Percentage of data delivered on time on the basis of the transmission deadlines provided for in the relevant European Regulations.
- Percentage of statistical releases delivered on time, based on scheduled dissemination dates laid out in official timetables (for annual or more frequent releases).
- Describe the reasons for non-punctual releases (if any).

5. Accessibility and clarity

Definition: The conditions and modalities by which users can obtain, use and interpret data.

- Short description of the various ways the data can be accessed (e.g. by paper, Internet, etc.), the pricing policy and possible restrictions due to statistical confidentiality or other reasons.
- Number of on-line accesses to the data tables and to relevant Press Releases during the previous year.
- Rate of completeness of metadata (Provide the ratio of the number of metadata elements provided to the total number metadata elements applicable for the specific statistics).
- A summary of user feedback on accessibility and clarity.

6. Comparability and coherence

Definition: Comparability is the degree to which comparisons of the data over time, or across regions, or across other domains are feasible. Coherence is the degree to which data that are derived from different sources or methods, but which refer to the same phenomenon, are similar.

- Lengths of comparable time series (*Provide the number of reference periods in the time series of the statistical data from the last break. Describe the reasons for them and treatment of them*).
- Discrepancies from European/international concepts and definitions used for the compilation of statistics (*List any such discrepancy*).
- Asymmetries for statistics mirror flows (*If the statistical data are related to mirror flows, list any discrepancies between the data*).

5. WRITTEN EVIDENCE QUESTIONNAIRE FOR CERTIFICATION

The Written Evidence for Certification is the core document-questionnaire on which the certification is based. In this context, the agency of ELSS is asked to answer to the following questions:

(The numbers in brackets in the text below refer to specific indicators of the European Statistics Code of Practice)

General

- Please confirm that the attached list of statistical outputs of your agency, which was prepared by ELSTAT on the basis of relevant information sent by your agency in the past, covers all the outputs that need to be considered in respect of their status as official statistics.
- Please confirm that a Quality Report (in the format specified by ELSTAT⁵) has been delivered to ELSTAT in respect of each statistical process.
- Have there been any material changes since the Quality Reports were prepared?
- Who within the agency is responsible for the completeness and accuracy of the responses to this questionnaire?

INSTITUTIONAL ENVIRONMENT

Principle 1: Professional independence

- Has sole authority for professional statistical decisions (e.g. decisions on statistical methods, standards and procedures, and on the content and timing of statistical releases) been given to an identified individual within the agency? If so, please provide details and documentation. (1.4)
- Where is the statistical work programme published? (1.5)
- Are the statistical releases distinguished and issued separately from political/policy statements? (1.6)
- Has the agency, or its statistical experts, commented publicly on any cases of public criticism or misuse of statistics? (1.7)
- Is any factor affecting the appointment of the person with sole authority for statistical decisions, other than his/her professional competence? (1.8)

Principle 2: Mandate for data collection

- Please provide a link to, or list of, all legal mandates under which the statistical work of the agency (collection of statistical data, development, production and dissemination of European statistics) is carried out. (2.1)
- Are there any data-sets collected without legal mandate? If so, under what authority are they collected? (2.1)
- Is the use by the agency of administrative data allowed by law? If so, please provide the relevant law or link. (2.2)
- Provide also a short description of the tools used by the agency to enforce access to information. (2.3)

⁵ According to the provisions of article 7 of the Regulation on the Obligations of the Agencies of ELSS. See relative outline at Chapter 4.

Principle 3: Adequacy of resources

- Please list cases where statistical outputs have been delayed or discontinued, whether for reasons of resource availability or not. (3.1)
- Is the person with authority for statistical decisions satisfied that each area of statistical work has the human resources (in terms of suitably qualified staff) and financial resources required to meet the standards of the European Statistics Code of Practice? If not, what areas of weakness exist? (3.1)
- Are there procedures to follow when there are statistical activities which can be discontinued or curtailed in order to free up resources? (3.4)

Principle 4: Commitment to quality

- Please provide a link to any quality policy (or quality manual or other equivalent document) that has been published (4.1)
- Please set out the arrangements under which the quality of the statistical process and output is monitored, including links to any published reports and quality reports (4.2 and 4.3)
- Please identify any reviews of key statistical outputs that have been completed and any that are planned for the future (4.4)

Principle 5: Statistical confidentiality

- Please list any legal mandates relating to the statistical confidentiality of data handled by the agency (5.1)
- Which staff of the agency are required to sign a confidentiality commitment (5.2)
- Please provide any legal text prescribing penalties (penal, disciplinary or administrative sanctions) for any wilful breaches of statistical confidentiality (5.3)
- Please provide any guidelines or instructions provided to staff in relation to the protection of statistical confidentiality (5.4)
- Is there a published confidentiality policy? If yes, please provide the relevant link (5.4)
- Has the agency an IT security and data protection policy? If yes, please provide it or the relevant link if it is published. Provide also a short description of the actual measures taken to protect security and integrity of statistical databases (5.5)
- Please describe the conditions under which access to statistical microdata for research purposes is granted (5.6)

Principle 6: Impartiality and objectivity

- How do you ensure that the choices of statistical methods and sources are impartial according to statistical considerations? (6.2)
- Please identify any errors that have been traced in published statistics and explain the steps taken to correct them (6.3)
- Please confirm that all the methods and procedures used in preparation of the statistical outputs are publicly available (6.4)
- Please provide evidence that all statistical release dates are pre-announced (6.5)
- Please confirm that advance notice is given on major revisions or changes in methodology, and identify any known cases where this was not done (6.6)
- Has the agency a policy on granting pre-release access (or a memorandum of understanding or equivalent document)? If yes, please provide it, as well as a short description of the followed practice (6.7)

STATISTICAL PROCESSES

Principle 7: Sound methodology

- Please identify any reviews of methodology undertaken in the past three years in order for the methodology to be in concordance with the corresponding European standards and provide links to any reports produced (7.1)
- Please identify any planned reviews of the methodology in the above context, with an indication of the timetable (7.1)
- Please provide copies of any guidance in force to ensure that standard concepts, definitions and classifications are applied within the agency (7.2)
- Has the agency a recruitment policy in order to guarantee that experts of relevant academic disciplines are hired? If yes, please provide the relevant documentation or link. (7.5)

Principle 8: Appropriate statistical procedures

- What arrangements are in place to ensure that the definitions and concepts used for administrative purposes are a good approximation to those required for statistical purposes? (8.1)
- Please identify any internal or published reports that have been produced relating to statistical questionnaire design (8.2), survey design or estimation methods (8.3), or data collection, data entry or coding (8.4).
- Please provide a copy of any revisions policy or equivalent document (8.6)

- Is the agency involved in the design of administrative data in order to make administrative data more suitable for statistical purposes? If yes, please provide examples. (8.7)
- Please provide evidence of any agreements that exist between the managers of statistical functions and the owners of administrative data from which statistics are produced (8.8)

Principle 9: Non-excessive burden on respondents

- What arrangements are in place to assess and reduce the burden on respondents? (9.1)
- Please provide any internal or published reports produced in the past two years on response burdens (9.1)
- Are any such reports planned for the year ahead? (9.1)
- Does the agency make use of business accounts in order to collect data on enterprises? If yes, please provide a short description of the data access (9.3)
- Identify any steps that have been taken to make greater use of administrative sources for statistical purposes, or to increase data sharing with other statistical authorities, in the past two years (9.4-9.6)

Principle 10: Cost effectiveness

- Please summarise information on the costs, and human resources, associated with each statistical process for which a Quality Report has been produced (10.1)
- To what extent information and communications technologies are used for data collection, processing and dissemination? (10.2)
- Does the agency make extensive use of data already available to limit the recourse to direct surveys? If yes, please give details (10.3)
- Have any reports been produced and/or initiatives taken that seek to assess the value for money (or cost effectiveness) of the statistical work of the agency? If so, please provide copies of the reports and/or a short description of the initiatives (10.4)

STATISTICAL OUTPUT

Principle 11: Relevance

- What processes are in place to consult users and to monitor the relevance and utility of existing statistics in meeting their needs? (11.1)
- Please provide any available documentation on who the main users are for each data-set produced, including contact details were available.

Information already available in Quality Reports does not need to be included here (11.1)

- How are emerging needs prioritized and their satisfaction incorporated in the work program of the agency? (11.2)
- Please provide the tools used by the agency to monitor user satisfaction. (11.4)

Principle 12: Accuracy and Reliability

Note: The assessment for this principle will be based on the completed Quality Report submitted by your agency

Principle 13: Timeliness and punctuality

Note: The assessment for this principle will be based on the completed Quality Report submitted by your agency

Principle 14: Coherence and comparability

Note: The assessment for this principle will be based on the completed Quality Report submitted by your agency

Principle 15: Accessibility and clarity

- Are statistical data and metadata uploaded on the website of the agency? If yes, please provide the relevant links. (15.1)
- Is access to microdata allowed to users for research purposes? If yes, under what conditions? (15.4)
- How users are kept informed about the methodology of the statistical processes and the quality of their outputs? (15.6 and 15.7)

6. TEMPLATE FOR THE CERTIFICATION REPORT FOR OFFICIAL STATISTICS

- **Section 1: Introduction** (standard Section for all the reports)
 - Statistical Law (reference to the specific articles)
 - Short description of the certification process (including information on the compilation and approval of the Certification Report, basic tools for the certification (European Statistics Code of Practice, European Statistical System Quality Assurance Framework/ESS QAF)
 - Main sources of information for the certification
- **Section 2: Subject of the certification**
 - General reference to the agency whose statistics are to be assessed for certification and provision of the list of statistics to be assessed
- **Section 3: Main conclusions**
 - Summary of the improvement actions to be carried out by the agency in the context of the CoP implementation and listing of the required conditions to be fulfilled by the agency for the certification of its statistics as “official”

- **Section 4: Summary of findings**
 - Summary of the main findings of the assessment of statistics in the framework of the certification process (identification of strengths and weaknesses as regards the compliance of the agency with each principle of the CoP)

- **Section 5: Detailed Findings**
 - Analytical presentation of findings of the assessment of statistics in the framework of the certification process

- **Section 6: Agency's views**
 - Objections or comments of the agency on the results of the assessment conducted by the certification team, where the agency's views diverge from the above results

- **Section 7: Information regarding the certification team**

- **Section 8: Material for the assessment of statistics**
 - Reference to the material used by the certification team for the assessment of statistics.

- **ANNEX:**
 - List of assessed statistics for certification
 - Written Evidence Questionnaire for Certification filled in by the agency
 - Quality Reports provided by the agency